

State Assessors Board Course 2 Registration

Course 2 is a two-week course for individuals wanting to become knowledgeable in the field of assessment administration and for individuals wanting to pass the level 2 assessing certification examination. The exam will be offered on the last day of the course.

There is no fee for parking at the course location. An engineer's scale, a protractor, and a **SILENT** battery-operated calculator are needed for the course. The *Assessor's Training Manual* and the General Property Tax Act are required texts for this course. The General Property Tax Act can be acquired using the following link: [General Property Tax Act](#).

COURSE TOPICS

Assessment Administration/Public Relations
Board of Review
Commercial Property
Cost Approach
Equalization
Farm Property
Forest/Timberlands
Income Approach
Industrial Property
Local Government Finance/Property Taxation
Mass Appraisal/Computers

Personal Property
Property Tax Law/Tax Calendar
Real Property Descriptions
Required Reports
SAB/MTT/STC
Sales Comparison Approach
Special Assessments
Taxable Value
Vacant Land Valuation
Valuation Concepts

DATES/TIMES

May 11-15, 2009/
8:30 a.m. – 4:30 p.m.
June 1-5, 2009/
8:30 a.m. – 4:30 p.m.

LOCATION

Ingham County Fairgrounds
700 East Ash Street
Mason, Michigan

FEES

\$400 Course Fee
\$50 Exam Fee*
\$180 *Assessor's Training Manual*,
Volumes 1-4*

*A separate form is required to order this item. Click [here](#) for the exam registration form. Click [here](#) for the form to order the *Assessor's Training Manual*.

PLEASE REGISTER AT LEAST TWO TO THREE WEEKS IN ADVANCE

(Course 1 will be offered in November or December.)

STATE ASSESSORS BOARD COURSE 2 REGISTRATION

NAME:

ADDRESS:

CITY, STATE, AND ZIP CODE (REQUIRED):

DAYTIME TELEPHONE NUMBER: ()

ALTERNATE TELEPHONE NUMBER: ()

EMAIL ADDRESS:

PLEASE CHECK ONE OF THE FOLLOWING:**

☐ I ALREADY HAVE AN UPDATED TRAINING MANUAL IN MY POSSESSION.
☐ I HAVE RECENTLY ORDERED AN UPDATED TRAINING MANUAL.

****Note: Students will be expected to have a current hard copy of the *Assessor's Training Manual* at the course site.**

Enclose **\$400** check or money order payable to "STATE OF MICHIGAN". Mail fee with registration to: **State Assessors Board, PO Box 30471, Lansing, Michigan 48909-7971**. Please note that no receipts will be given. Your cancelled check will serve as your receipt. If you have any questions, please call (517) 373-8320.